



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

### REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the *"Printing of Budget and Management Bulletin for CY 2016,"* in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project : Printing of Budget and Management Bulletin for CY 2016
- Approved Budget for the Contract : One Hundred Twenty Thousand Pesos (P120,000.00)
- Specifications : See the attached Annex "A" for specifications and Annex "B" for schedule of requirements
- Location : G/F DBM Building III, Gen. Solano St., San Miguel, Manila
- Delivery Date : Quarterly

Interested suppliers are required to submit their valid and current Mayor's Permit and PhilGEPS Registration Certificate, and price quotation (Annex "A") and Schedule of Requirements (Annex "B")

Submission of quotation and eligibility documents is on or before 3:00 p.m. of January 15, 2016 at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-4979.

For inquiry, you may contact us at tel. nos. 735-4902 or 791-2000 local 3115.

Very truly yours,

**ATTY. ANDREA CELENE M. MAGTALAS**  
*Director IV, Administrative Service*

## PRICE QUOTATION FORM

\_\_\_\_\_  
Date

The Administrative Service  
Department of Budget and Management  
Ground Floor, DBM Bldg. III, Gen. Solano St.,  
San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Specification	Quarterly Quantity	Annual Quantity	Unit Cost	Total Price
<b>Printing of Budget and Management Bulletin for CY 2016</b>	<ul style="list-style-type: none"> <li>• Size: 8.25" x 11.75"</li> <li>• No. of Colors: Cover and inside - 4/4</li> <li>• Paper Stock: Cover and inside – Matte 70lbs</li> <li>• No. of Pages: 16 pages (including cover)</li> <li>• Bindery: Saddle Stitch (Wire Staple)</li> </ul>	<b>2,000</b>	<b>8,000</b>		

(Amount in Words) \_\_\_\_\_

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Contact No.

**SCHEDULE OF REQUIREMENTS**

Bidders must state "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Requirement." Please do not just place check in the bidder's "Statement of Compliance."

<b>Description</b>	<b>Quantity</b>	<b>Delivery of Schedule</b>	<b>Statement of Compliance</b>
<b>Printing of Budget and Management Bulletin for CY 2016</b>	2,000 copies per quarter	Within 3 working days from receipt of camera ready materials from DBM-Training and Information Service	

**I hereby certify to comply and deliver all the above Schedule of Requirements.**

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name  
of Representative

\_\_\_\_\_  
Date